

Parent Handbook

New York YMCA Camp

Dear Parents:

This packet contains important information concerning your child's upcoming camping experience. We have attempted to answer routine questions and address other concerns you may have. We will do everything possible to make your child's camping experience memorable and enjoyable. The partnership between parents, guardians and the camp staff is crucial in providing all of our campers with a safe, pleasant and rewarding experience. By providing your child with the appropriate information, you can help us to ensure that your child's summer camp experience includes fun, values and learning. Please feel free to contact us if you have any other questions.

Thank you,

Chris Rasmussen
Director
crasmussen@ymcanyc.org

Contacting Camp

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Huguenot, NY 12746

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toll free: 877-30-YCAMP
fax: 845-858-7823

camps@ymcanyc.org
www.ymcanyc.org/camp

The New York YMCA Camp is a community service organization which promotes positive values through programs that build spirit, mind and body, welcoming all people, with a focus on youth.

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Pre-Camp

Our camps are permitted to operate by the Orange County Department of Health and are inspected a minimum of two times each camping season. A permit is issued yearly, and copies of these permits are available at each camp office. You can also find a copy at the Orange County Health Department Office. The office is located at 124 Main Street, Goshen, NY 10924, phone number (845)-291-2331. New York YMCA Camp of Greater New York is accredited by the American Camping Association (ACA). This ensures the highest standards in areas of administration, program activities, transportation, facilities and personnel.

Medical Form

All participants must have a completed camp medical form. Your child is required to have a physical exam done by a physician within 24 months of his/her last day at camp, and the results of the exam should be recorded by the physician on page 3 of our medical form along with the physician's signature on page 4. Please complete the medical form and return it to the camp office two weeks before the camper's arrival. **YOUR CHILD WILL NOT BE ALLOWED IN CAMP WITHOUT THIS COMPLETED FORM.** Please keep a copy of this form for your records.

State health laws require the physician to complete the dosage and schedule for all over the counter medication (page 4). The parent/guardian must also sign permission on page 4 for administration of any over the counter medication.

Emergency Authorization

Bottom of page 2 of the medical form

This **MUST** be signed by the parent or guardian. This permits us to secure appropriate emergency medical treatment for your child should the need arise, and we are unable to contact you immediately.

Immunizations

Page 3 of the medical form

New York State Health Laws require that we have the dates (month and year) of each dose of the immunizations for every camper under the age of 19. Thank you for ensuring that this section is complete. Note: Parent or Guardian also needs to sign Meningococcal Meningitis Vaccination Response Form if attending camp for more than one week.

Additional Forms

The following forms are also required (unless optional is noted) two weeks prior to the period for which your child is registered for camp:

- Camper Information Sheet
- Transportation/Alternate Pick-Up Form
- Signed Releases/Permission Slip

Payment of Fees

New in 2009: Camp fees must be paid by May 1st, or within two weeks if registered after that date (must be paid prior to arrival). Additional forms and payments (trips, horseback riding, etc.) must be received two weeks prior to the period for which your child is registered for camp. Checks are made payable to New York YMCA Camp. Personal checks cannot be accepted less than four weeks prior to your child's arrival. Please note that we have had numerous personal checks returned to us unpaid. Personal checks are not accepted if a check has been returned to us unpaid in the past.

You are also able to charge on Visa, Mastercard or American Express by completing the enclosed credit card form. Payments may be made in any amount. Due to the high cost of postage payment receipts will only be mailed out upon request.

Open House

Sunday May 31, 2009 has been set-aside for families to visit camp before the summer. Staff will be on hand for tours from 1:00 p.m. to 4:00 p.m. Lunch will be served.

A bus is available for all open house dates, leaving from the corner of West 62nd Street between Amsterdam & Columbus Avenues at 11:00 a.m. The bus will be returning to the same location at approximately 6:00 p.m. Call for a reservation. The cost is \$25.00 per adult and children ride FREE. If you would prefer to visit our camps on a different day, please call our office at least three days in advance to make arrangements for a private tour.

Changing Sessions

If unforeseen circumstances arise and it is necessary for your child to change sessions, you must notify the main office as soon as possible. Changes will be made if space is available.

Cancellations

There will be no refunds made after June 1st.

Buddy Requests

Camp is for making new friends. We understand that campers sometimes attend with a friend. In order to request to room together, both campers must request each other on the application form. They must be the same age and gender. We strive to meet all requests and reserve the right to make necessary accommodations.

Suggested Packing List

Each child should pack carefully for their camp stay. Please be sure you pack enough for the length of their stay, keeping in mind that laundry will only be done for two-week campers. Only in emergency situations will laundry be done for others. We suggest making a packing list for your child to refer to, to assure that they pack all of their belongings upon departure.

What to Bring

- The most important tip is LABEL EVERYTHING!
- Involve your child when packing for their camp stay. Often campers may not know they have specific items because they did not pack their own bags.
- Please keep in mind that it is camp, so please don't pack your child's best clothes.
- Campers staying for two weeks will have their laundry done by an offsite company (see laundry information below). Others should pack enough for the length of their stay. In emergency situations laundry will be done for those who need it.
- Our staff members will do their best to make sure your child packs all of his/her belongings upon departure. We suggest you make a packing list to keep in your child's suitcase for them to refer to when packing. Make a copy for their counselor as well.

*Bedding (see over)
Bath /Beach Towels (at least 3)
Socks & under clothes
**T-shirts (see below)
Shorts (fingertip length)
Long Sleeve Shirts
Sweat Shirts/Pants
Long Pants/Jeans
Waterproof Rain Pants/Jacket

Sneakers (preferably old sneakers)
"Water Sandal" with a heel strap
Rubber Sandals (for showers)
Pajamas
Girls Bathing Suit (1 piece only) -or-
Boys Bathing Suit (no speedos)
Laundry Bag
Flashlight
Toiletries (liquid soap, toothbrush,
deodorant) + bag to carry them

Warm Jacket
Bathrobe
Journal/Pens/Pencils
Writing Paper/Postcards
Envelopes (stamped/addressed)
Sun Screen
Insect Repellent (non-spray)
Chap Stick
Water Bottle

***Bedding**

Campers are required to bring the following bedding with them: pillow with case, warm sleeping bag or twin size sheets and a blanket. Two sets of sheets should be sent for campers staying more than two weeks.

****T-Shirts**

Please pack camp appropriate t-shirts for your child. Please keep the following in mind:

- Tops of t-shirts must meet shorts (no belly shirts)
- No skimpy shirts (i.e., no spaghetti straps, tube tops, halters)
- No shirts with inappropriate words or pictures
- Session 3 - If your child is attending session 3, please pack a white t-shirt to tie-dye their team's color for the Olympics.

What Not to Bring - CELL PHONES

Why do we have such a policy?

Our experience has shown us that campers with cell phones are more likely to be homesick and have problems with their bunk mates. A great example is the child that calls home late at night telling her parents someone "stole" her favorite T-shirt. The parent, understandably upset, calls camp to find out what happened only to find out that in the meantime their daughter found her T-shirt under her bed. Right where she put it. Believe us - This happens ALL THE TIME. You are always welcome to call camp and ask for a camper report. We never hesitate to call parents if there is ever an incident that requires more than a band aid.

Please do NOT bring the following items to camp:

- Cash
- Beepers/computer/2-way radios
- Jewelry
- Gum, soda and candy
- Electronic games
- Pocket knives
- ipods, MP3 players, and radios/boom boxes are not recommended and will only be allowed to be used in the cabin at limited times.
- Cigarettes/drugs/alcohol - *Possession of these items will result in child being sent home. They are illegal and will not be tolerated. Possession of such items may result in the local authorities being notified.*

Laundry

Laundry is provided for campers staying for two weeks or more. The importance of labeling all items cannot be stressed enough!

Campers attending a two-week session must bring enough clothing to camp to last for up to 8 days. The cost for this service is included in your camp fee.

TIP: Label your laundry bag and look among your camper's belongings at check-out.

Marking Items

All personal items and clothing should be clearly labeled with your child's full name.

TIP: Use a Laundry marker.

Name Tapes

Bell of Maine - (207) 784-2964 ext. 233 www.bellofmaine.com

Printed name tape labels, heavy duty laundry bags and duffle bags, water bottles and more.

Visa, MasterCard, check or money order.

Luggage

All luggage and bags should be clearly labeled on the outside. Campers arriving by camp transportation should use the luggage tags in their camper kit. Please PRINT your camper's full name and age on each tag.

TIP: Ensure the tags are securely attached.

Camp Store

Camp store is inclusive in the camp fee. Your child will have a choice of a beverage and snack daily. They will also receive a t-shirt and cabin photo as well as a souvenir choice.

We are trying to identify ways for campers to develop "Healthy Bodies" while at camp. Therefore the following things are very important:

1. Water – Drinking water is provided throughout the day. We have several water fountains throughout camp, however a water bottle may be a more convenient way for your child to ensure he/she is drinking their water. Please pack a water bottle for your child.

2. Healthy Snacks – Fresh fruit is available in the dining hall at every meal. As we are trying to promote healthy, eating healthy snacks are an option to select from the camp store.

Please remember to discuss with your child the importance of drinking water, eating healthy and using sunscreen each day!

Arrival & Departure Days

If any information, prescription or medical conditions change after you submit the medical form, please provide us with written notification on the day of arrival.

Medical Details

Medication

All medication must be given to the camp Health Director, Camp Director or designee for administering. Please make sure that all medication (prescription and non-prescription) is sent in its original container and properly marked with the camper's name (including vitamins). We cannot accept a ziploc bag with loose prescriptions in it. Prescription medication must be written for the child for whom it is intended.

TIP: Please send a sufficient supply of medication to ensure that the child will not run out while at camp. If your child requires a nebulizer, you must send the machine to camp because we do not have that equipment in stock.

Inhalers/Epipens

If your child needs to have either of these medications with them at all times please, if possible, send two, so that one can be kept in the Health Office for back up.

Transportation

Please complete and return the transportation form two weeks prior to your child's stay at camp. Participants have the choice of providing their own transportation or using the camp transportation we offer. Here are some specific details regarding the options you have:

CHECK-IN DAY

A staff member will assist you with check-in and confirm all of your camper's forms were received. The first meal of a session will be dinner on Sunday.

TIP: Make copies of your camper forms before you mail them to camp and bring the copies with you at check-in time.

For those arriving by car we will be hosting a Strong Kids Campaign barbecue and hope you will join us for lunch. There is no charge for this, but we will be accepting donations for our Strong Kids Campaign.

Arrival by Car

Please follow the directions to camp (map included in this packet).

Arrival Time - Sundays, 11:00 – 1:00 PM

Departure Time - Fridays, 3:00 – 4:00 PM

We like everyone to be available to meet and greet new arrivals. If you arrive early there will be no staff on-duty who can help you. If you get delayed for any reason, please call to notify us so that we can plan appropriately and inform your child of your schedule.

Car Pick-Up and Drop-Off Safety Procedures

- Trails cross the camp roads. Please follow posted speed limits in camp and drive slowly.
- Park in designated spaces.
- Give Right-of-Way to cars arriving in camp.
- Do not pass any vehicles while on camp property - be patient while driving.

Arrival by Camp Bus

Please complete and return the enclosed transportation form with payment if camp bus transportation is being used.

Camp bus transportation is available from:
West 62nd Street between Amsterdam & Columbus Avenues
Round-Trip Fare.....\$60.00
One-Way Fare.....\$30.00

Camp Bus Transportation Will Arrive and Depart at the Following Times.

Bus departs NYC for Camp - 12:00 NOON SUNDAYS
Return from Camp to NYC 4:00 p.m. on Friday

- Arrive at least 1/2 hour before expected bus departure or arrival.
- Don't leave your children until the bus departs to camp.
- Ensure your car is parked legally--we are not responsible for illegally parked cars.
- Do not block bus parking area--buses MUST be parked next to curb before any loading or unloading can occur.

Plane

Camps can provide airport pick-ups, with two weeks notice. Please call for details. Nearest airports are Stewart International in Newburgh, NY, or Newark International in Newark, NJ. There is an additional charge for this.

Picking Up Your Camper(s)

If your child is being picked up by someone other than the parent/guardian the **alternate pick-up form** must be completed (bottom of transportation form) and that person must also bring photo identification with them. This is in effect for pick-ups on camp and at the bus. Camp staff will follow appropriate check out procedures. Thank you for your understanding of this procedure. If there are any changes in transportation plans please call as soon as they are known.

TIP: Have your photo ID with you when you get out of the car.

TRANSPORTATION CHANGE NOTICES

You may contact the New York YMCA Camp office for any changes in schedule. For arrival changes please call by 11 a.m. on the arrival day. For departure changes please call by 11 a.m. the day before departure (Friday). The office is in contact with camp staff at all times.

Luggage at Departure

When picking up your child, please be sure that they have all of their belongings, including crafts, sleeping bag and laundry bag before you leave.

TIP: Don't forget any medications.

Tipping

It is against the YMCA policies and our principles of operation to have the staff accept tips of any kind. Thank you for respecting this policy.

The Camp Stay

Medical Services

Medical care is available 24-hours a day with a Nurse or Emergency Medical Technician. We reserve the right to call a physician when necessary.

The cost for medical services, including x-rays, is covered by our Camps' insurance - up to \$5,000.00 for accidents and dental. Illness is covered up to \$750, except for conditions that existed before the child came to camp. If a child is required to stay overnight in a hospital or if a surgical procedure is required, our insurance is supplemental to the parent's or guardian's up to the limits noted above.

Vehicle Safety Rules for Campers

The following rules are very important for maintaining safety, and we ask that you review them with your child before their departure to camp.

- Safety Rules for Bus and Van Travel:
- Children will be asked to maintain appropriate behavior and volume levels while on the bus/van.
- Children will be asked to remain seated while on the bus/van.
- No personal radios or audio equipment will be allowed on the bus/van.
- Wear seat belts while in the van or bus if equipped.
- In case of emergency, follow the Camp Director or Camp Staff's instructions.

Mail and Phone Calls

Campers love to receive cheerful mail!

The correct address is:

Camper FULL Name
McAlister ages 6-11 OR Talcott ages 12-15 (include Cabin if you know it)
Session #
PO Box 622, 300 Big Pond Road
Huguenot, NY 12746

Please try to write to your child at least twice during a session. Upbeat letters and postcards mailed in advance is a great idea for first time campers. Make your expectations clear to your child about writing home to you. We will encourage all to write home. Letters to your camper saying how much you miss them are potentially unhelpful. Instead write about how proud you are that s/he is at camp!

TIP: Consider mailing the first letter the Friday before s/he checks-in. Make sure you indicate the session number.

Email

If you would like to email your child, please see the enclosed flyer regarding our partnership with Bunk1.com. Please note camper emails are not accepted through our general email account.

Care Packages

Please limit the size of a package to a shoe box. Please do not send junk food. Wrappers litter our camp. Gum is worse! Food in the cabin attracts insects and animals and inevitably leads to sharing problems, arguments etc.

TIP: Magazines are worth their weight in gold during the "siesta" rest time after lunch.

Contact the following companies DIRECTLY if you are interested in the following:

The Basket Case - (845) 239-2492

Fruit and gift baskets. Check or money order.

Camp Pacs - 1-800-248-CAMP www.camppacs.com

Custom care packages (toys, cards, games, water bottles and more). Discover, Visa, MasterCard, American Express.

Phone Calls

Part of the camp experience is being away from home and learning to live independently. In an effort to avoid homesickness and due to logistical concerns, **campers are not able to receive or make calls**. Of course if there is a family-related emergency the camp director would make exceptions to this policy. Please help us by explaining this to your child prior to check-in day, so s/he understands the policy and the reasons behind it. Please be assured that we will call you if the need arises.

Homesickness

Homesickness, if it even occurs, happens at bed times and meal times. New moms and dads this can happen to you too! The reasons are the same. Activities are at a lull. You have a moment to realize that it's a different dinner table and different bedtime and that makes me think I miss home. It may NEVER come up and if it does it is completely normal. Our counselors understand this and are there for your kids during these brief moments. The goal is to think instead on the great things that happened that day and will happen tomorrow.

TIP: Happy campers are the worst at sending mail because they are busy having fun!

If you receive a homesick letter, odds are it was sent early and by the time you received it your child has forgotten it. Your camper is now having fun at camp. Since happy campers don't send mail you don't know there's been a change. We can follow up on a homesick letter for you. We strongly discourage talking on the phone.

A camper who had an early spell with homesickness will likely regress if we put him/her on the phone with you. Imagine being pulled away from the fun camp activities you were just doing to go to the camp office and suddenly feel the rush of old homesick emotions. It washes away all the good progress your child made.

TIP: This is the principal reason we won't allow cell phones.

Visitation Day

In order to minimize the disruption of our program and maintain the security of our camp we ask, for logistical purposes, that visits to camp occur on regular check-in or check-out times. It is extremely helpful if your child knows whether or not to expect a visitor so they can be prepared. Campers may be taken out of camp by a parent/guardian or a person with written authorization as mentioned above and a photo ID is presented. All campers leaving camp will need to be signed out and in by the Camp Director or designee.

Birthdays

If your camper or family member has a birthday while at camp, please call so we can recognize the special day.

Pets

Thank you for not bringing pets onto camp property.

Extending the Camp Stay

Enrolling in additional sessions is dependent on availability of space and possibly your child's behavior. Payment in full is required at the time of extension either by certified check, money order, cash or credit card.

CAMPER REQUEST

Many campers enjoy their camp experience so much they express an interest to extend their stay. In such situations, camp personnel may call you to discuss the possibility.

PARENT REQUEST

If a parent inquires about extending their child's stay at camp, the Camp Director will ask the child if they would like to extend.

Optional Out of Camp Trips

Out-of-camp excitement awaits campers who wish to take one or more optional day trips for an additional fee. To go on any of these trips, you must complete the registration form and mail it with full payment to camp. Campers must register for activities two-weeks prior to the session during which the activity is held to guarantee a place. If space is available registration will be accepted up until 3 pm on the first day of the session during which the activity is held.

Respect for Facility

We expect campers to adhere to our values by being responsible, caring, honest and respectful. Buildings are inspected at the end of each session. If damages are found, campers will be charged accordingly for necessary repairs.

Post Camp

Evaluations

An evaluation will be available online as well as in paper version (this will be sent to you). The feedback we receive is very important to help us plan for future summers. We would appreciate it if you could take a few minutes to complete this form. In order for your evaluation to be included in our yearly report, it must be completed by September 30th.

Refunds

Parents who notify us of a cancellation by June 1st will receive a refund of all but \$100.00 (per session) plus \$20.00 YMCA Membership Fee. No refunds will be given after that time. If extenuating circumstances require a camper to leave camp prematurely you may request a refund for the remaining part of their stay. All requests are subject to approval by the Executive Director.

Please consider contributing any refund to the camp scholarship fund if your child needs to leave camp early. Thank you.

In certain situations a camper may leave camp for disciplinary reasons in which case no refund will be issued for the remainder of that session. Our goal is for the parents and camp to set clear expectations for campers regarding behavior. Should a child choose not to behave in a responsible, honest, caring and respectful manner that is deemed acceptable for the camp environment, a child may be sent home.

Lost and Found

Our staff members will do their best to make sure your child packs all of their belongings upon departure, but ultimately it is the child's responsibility. We try to ensure that each camper goes home with all of their own possessions and only theirs! That is why it is so important to label everything!

If upon your child's return home you find you are missing something or have something which does not belong to you, please call the camp office with a description of the items. We will try to locate missing articles for you and, also, forward any items your child may have lost. If we are able to locate missing items and return them to you, please reimburse us for the postage. For sanitary reasons items like socks, underwear and toiletries will be thrown out, thank you for understanding of this policy.

Daily Schedule

7:15 AM	Good morning	2:00 – 5:00	PM Program Circuit
7:40	Flag	5:25	Flag
7:45 – 8:15	BREAKFAST	5:30	DINNER
8:15	Cabin Clean-Up	7:00	Evening Activity
8:45	Chapel	8:30	Snack
9:00 – 12:00	AM Program Circuit	9:30	Vespers
12:30 PM	LUNCH	9:00 – 9:30	Lights-Out
1:00	Siesta		